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MEMORANDUM FOR: Chief, Plans and Policy Staff

27 February 1957

SUBJECT: Intelligence School Weekly Activities Report #9
21 February through 27 February 1957

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Auth.: UN 1-2
Date: <u>3-10-78</u> By: <u>35</u>

I. SIGNIFICANT ITEMS - None.

II. OTHER ACTIVITIES

a. OR Orientation Officer

(1) The CIA Introduction program was held for ☐ people on 25 February.

(2) The Junior Foreign Service Officer briefing was presented on 20 February for 28 Junior Foreign Service Officers enrolled at the Foreign Service Institute.

(3) The Departmental Briefing was presented on 26 February for 66 people. The usual agencies were represented, as well as the Army Engineer Intelligence Division and the Army Map Service. Ambassador Randall of the Department of State also attended.

b. Intelligence Training

(1) ☐ has been meeting with ☐ of the A & E Staff to discuss an appropriate evaluation form to be used for measuring student performance in Intelligence Research (Maps).

(2) ☐ have been occupied with Intelligence Techniques #4, which is in its second week. To date the course has gone very well.

(3) Arrangements have been made with ☐ to use 117 Central Building for the last two sessions of Effective Speaking #3.

c. Administrative Training

(1) ☐ has entered the hospital for an operation and is expected to be away from the office for approximately three weeks. ☐ is Acting Chief during her absence.

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(2) [] visited [] to coordinate with that staff instruction in the field of Communications and Agent Acquisition. Various lesson plans and training aids were reviewed, some of which will be used for Headquarters training.

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d. Reading Improvement

On 20 February [] briefed the DD/P Training Officers on Reading Improvement activities and plans. Beginning with the 15 April class, it is planned to send a copy of the Reading Improvement schedule to the Training Officer of each person enrolled before the course begins.

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e. Intelligence Orientation

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(1) [] reported that Colonel White has viewed favorably the suggestion that an Intelligence Support Exhibit be created and made a part of Intelligence Orientation. [] and [] prepared rough notes and supporting visual aids to be used by [] in presenting the proposal at the DD/S Staff Meeting on 27 February.

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(2) On 20 February [] delivered a lecture, "Introduction to Reports Writing," to the Investigators Course given by the Office of Security.

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(3) Final arrangements have been completed for special handling of a number of Medical Office personnel. Coordination on this program involved [] and the Registrar. The formal request for this program from the Medical Office should arrive in the Office of Training within the next few days.

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(4) On 21 February [] met with [] of the A & E Staff. [] explained the results of detailed Item Analyses made on the test covering Introduction to Intelligence. This was one of the first steps toward the revision of the test in order to make it more valid as an instrument for greater discrimination among student performances.

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(5) [] is still out of town presenting the Writing Workshop for Office of Communications personnel.

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f. Clerical Training

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(1) During the week of 18 February there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered to the entrance-on-duty employees for the week of 19 February were as follows: Of [] people tested in shorthand, none qualified; of [] people tested in typewriting, [] qualified.

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(3) [] is in charge of a special training project being conducted by Clerical Training for the Office of Communications. On 18 February she began a four-week, one-hour-a-day course for [] Communications technicians.

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(4) [] is in charge of the Secretaries Workshop being conducted for OIR personnel. Three 3-hour meetings will be held on 25 and 27 February and 1 March afternoons. The program consists of two parts; the first is a review of the current organization of the Office of Training. A 5-minute explanatory resumé of the mission, function, and personnel of each of the 9 parts of OIR is given by the respective administrative assistant. In the second part of the program, [] with the assistance of [] gives a comprehensive review of correspondence procedures as they are to be followed within the Office of Training.

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c. Management Training

(1) Basic Management Course #33 (CS 13-15) began on Monday, 25 February with [] members, [] from the DDI, [] from DDP, [] from DDS, and [] from the Cable Secretariat.

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(2) Two follow-up meetings for Basic Supervision #22 and #23 are scheduled for this week, one on Tuesday, 26 February, and the other on Thursday, 28 February.

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(3) [] has had a meeting with [] to explore further the possibilities of a follow-up meeting at which General Cabell would be the speaker.

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(4) [] is conducting the second Management (Special) presentation for OSI at [] this week. There are [] full-time participants, and Dr. Scoville, AD/OSI, will attend the last two days.

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(5) On 20 February FE Division was notified that we would be unable to handle a second Management presentation for them at this time. A course for them will be planned, however, at the earliest possible date, probably by late spring or early summer.

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d. Instructor Training

Nothing to report.

1. Visual Aids Staff

The weekly activities report of VAS is attached.

III. PERSONNEL NOTES

Nothing to report.

Deputy Chief, Intelligence School, TR

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